# Constructing HQDA and Command Office Symbols

Records Management and Declassification Agency
17 April 2014

# Office Symbols

## History

- Originally, office symbol policy was contained in AR 340-9, Office Symbols.
- AR 340-9 was rescinded in 1997 and construction procedures were incorporated into AR 25-1, Chapter 8.
- AR 25-59 was developed in Dec 04 and prescribes policies, procedures and responsibilities for the management and construction of office symbols.
- Current version, 14 August 2007.
- Publication has been revised and is currently in armywide staffing.

# Office Symbols

- Office Symbols are used to:
- Identify the originators of correspondence; and denote the placement of an organization within the Army structure for historical and records purposes.
- Properly constructed office symbols are necessary to obtain approved office records lists (ORLs) and fully utilize and accurately file records in the Army Records Information Management System (ARIMS).

# Office Symbols

- Office Symbols are standardized, consisting of commonly used letter designations that are easily recognized.
- Examples:
  - SASA – Secretary of the Army
  - ATCG – Commanding General, U.S. Army Training and Doctrine Command
  - AFCS – Chief of Staff, U.S. Army Forces Command
  - ARNO-CG – Commander, U.S. Army North
  - MCCG-EO – Equal Opportunity Office, U.S. Army Medical Command
- Only letters of the alphabet will be used.

# Office Symbols

- RMDA is the approval authority for Army Secretariat, Army Staff, and associated staff support agencies and field operating agencies, Army Commands, Army Service Component Commands and Direct Reporting Units.
- RMDA offers assistance to all Army commands to ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment.
- All approved Army office symbols must be entered into the Army Addresses and Office Symbols Online (AAO) database: https://www.rmda.army.mil/AAO/Welcome.aspx.

# Office Symbols

| Example of constructing an HQDA office symbol | | | | | |
|---|---|---|---|---|---|
| HQDA | Agency | Directorate | Division | Branch | Office symbols |
| DA | DCS, G-1 | Plans, Resources & Operations Directorate | Plans & Integration Division | Combat Arms Branch | |
| | PE | | | | DAPE |
| | | -PR | | | DAPE-PR |
| | | | P | | DAPE-PRP |
| | | | | -CA | DAPE-PRP-CA |
| | | | | | |

| Example of constructing an HQDA Field Operating Agency office symbol | | | | | |
|---|---|---|---|---|---|
| HQDA | Agency | Directorate | Division | Branch | Office symbols |
| PE | DCS, G-1 | Personnel Management Directorate | Resource Management Division | Manpower Management Branch | |
| | CP | | | | PECP |
| | | -MP | | | PECP-MP |
| | | | R | | PECP-MPR |
| | | | | -MM | PECP-MRP-MM |

# Office Symbols

| Example of constructing a command (two letter designator) office symbol | | | | | |
|---|---|---|---|---|---|
| ACOM | Agency | Directorate | Division | Branch | Office symbols |
| AT – Army TRADOC | DCS, G-8 | DCS, G-8 Executive Officer | DCS, G-8, Administrative Office | | |
| | RM | | | | ATRM |
| | | -ZX | | | ATRM-ZX |
| | | | A | | ATRM-ZXA |

| Example of constructing a command (four letter designator) office symbol | | | | | |
|---|---|---|---|---|---|
| ASCC | Agency | Directorate | Division | Branch | Office symbols |
| ARSO – Army South | Operational Sustainment, G-1 | Reserve Affairs Division | | | ARSO |
| | HR | | | | ARSO-HR |
| | | -R | | | ARSO-HRR |
| | | | | | |

# Office Symbols

| Proper construction of Army Office Symbols | |
|---|---|
| XXXX-XX | STOP HERE for directorate level office symbols. There CANNOT be a dash after the sixth character |
| XXXX-XXX | STOP HERE for division level office symbols - if there are no branches - no dash after the seventh character |
| XXXX-XXX-X | branch level |
| XXXX-XXX-XX | branch/section level |
| XXXX-XXX-XXX | branch/section level |

# Office Symbols

## Bottom Line

### Office Symbols are needed -

- To ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment. Office symbols are designed to reflect organizational structures and levels of command.
- To identify the office of origin for correspondence.
- To obtain approved office records lists (ORLs) and fully utilize and accurately file and access records in the Army Records Information Management System (ARIMS).
- For standardization, only letters of the alphabet are use in office symbols.

# Office Symbols

## Links:

https://www.rmda.army.mil/

http://www.apd.army.mil/

https://www.rmda.army.mil/AAO/Welcome.aspx

## Contact:

Eve Roberts / 703-428-6435 /
eve.g.roberts.civ@mail.mil